
ENROLLMENT PROCESS

All licensed facilities that wish to receive Title XIX funds through the Adult Community Placement (ACP) program need to enroll as providers by:

- Registering online with the state vendor registration department at [CPEXPRESS](http://www.michigan.gov/cpexpress) or website address: www.michigan.gov/cpexpress.
- Enrolled by Michigan Department of Health and Human Services (MDHHS) adult services worker via a DHS-2351X form for a Bridges provider identification (ID) number.

No payment can be authorized until the licensed provider is enrolled in Bridges.

When an application for ACP personal care is received by the MDHHS for a resident that is a Medicaid recipient, the licensed facility will be the provider unless there are other services in place such as the MI Choice Waiver program (see **ASM-085, Coordination with other Agencies**) in which case ACP personal care supplement payment cannot be provided.

The client must choose either the ACP or MI Choice waiver program to meet their personal care need. A client may only have one program. To find an existing provider ID number for a licensed facility, the adult services worker does the following:

- Search the ASCAP provider database under the utilities tab and then click “clients for provider”. A pop-up box will appear where the name of the licensed facility can be searched.
- If the name of the licensed facility is not found, the adult services worker can utilize Bridges and select “Inquiry” in the left hand column, then scroll to “Search enrolled provider”. By using the facility’s license number, Bridges can identify if an existing provider number has been assigned for that facility.
- If neither of these searches finds the Adult Foster Care (AFC) home as an existing enrolled provider, then the adult services worker must register the AFC as a new provider by completing and submitting a DHS-2351X enrollment form.

New Provider Registration Process

- **DHS-2351X Provider Enrollment/Change Request Form.**
The adult services worker will enroll the provider by completing a DHS -2351X provider enrollment form found in the FORMS tab in ASCAP. The completed form is given to the local office Bridges administrator to be entered into Bridges so a provider ID number will be assigned to the provider. The number is given to the provider so they may follow the next registration steps:
- New licensees register as a vendor for the State of Michigan and complete a W-9 form electronically. The web site to register as a vendor online is www.michigan.gov/cpexpress.
- The new licensee must complete the W-9 with the same exact information, especially the tax ID, as is on their license.

AFC Licensee Enrollment

The AFC licensing system is computerized and provides a database for linking with Bridges. This AFC database the Bureau of Community and Health Systems (BCHS) licensing consultants use is called the Bureau of Information Tracking System (BITS). BITS immediately updates Bridges to reflect any licensing changes. When an AFC provider is enrolled in Bridges, the licensing data is checked and confirmed between Bridges and BITS. A termination of a license automatically terminates the enrollment on Bridges.

If there are issues with an enrollment of an AFC provider, check Bridges to see if the license has been issued. If there is no license information located in Bridges, contact the area licensing consultant for more information on the licensee.

Bridges requires that each licensed facility have their own provider ID number even if they are owned by one corporation. If there is a new owner to an existing licensed facility, the new owner must be enrolled to obtain a new provider ID number. The old licensee must still receive payments on their authorized license and provider number until the new licensee obtains their own provider ID. If the old license closes prior to new license being issued, there will be a lapse of payment.

Updates to AFC Provider Enrollment information.

Changes in the status of the AFC license number, address corrections, or tax ID updates are not automatically updated on the ASAP database.

Therefore, it is necessary to monitor any sales of facilities, address changes, or changes in the license type of the facility. The license end date of any previous license must be dated prior to the eligibility begin date of the new license. This is necessary because the system will not accept overlapping dates. License renewal expiration dates do not affect the eligibility end date, but closure of the facility date does.

When a current licensee needs to make Tax ID changes due to owning more than one facility, each facility needs to have its own provider ID number. The same Federal Employee Identification Number (FEIN) can be used for multiple provider ID numbers.

- A personal licensee social security number (SSN) can only be used on one single provider ID number.
- When a licensee wishes to change their tax ID due to obtaining a FEIN, a copy of the assigned FEIN paperwork needs to be given to their licensing consultant to change on the BITS licensing software system. After BITS is updated with the correct FEIN it notifies Bridges that there is a change on the enrolled license.

Note: The tax ID update occurs in BITS only. The Tax ID information will not automatically update in Bridges. In order to update the Tax ID information in Bridges, send an email to: MDHHS-Provider-Management@michigan.gov requesting an update to the Tax ID information.

**Provider
Enrollment
Updates**

Any changes in licensing information adult services workers receive, they should take appropriate action by checking with the licensing consultant for accuracy and forwarding the correct information via email to: MDHHS-Provider-Management@michigan.gov.

Note: Any information changes to a license facility are done by the license consultant and input into BITS. BITS will update Bridges

information automatically. If there is information that does not match or any other concerns with license facility provider enrollment, send an email to: MDHHS-Adult-Services-Policy@michigan.gov and place “**ACP**” in the subject line of the email.